

**FRISCO PARKS AND RECREATION DEPARTMENT**

**MEMORANDUM**

**DATE:** December 7, 2000

**TO:** Pat Reinhart, Administrative Assistant

**FROM:** Rick Wieland, Director of Parks and Recreation

**RE:** Request to Place Agenda Item for Payment of Professional Services for Trails Neighborhood Park Master Plan on December 19, 2000 City Council Agenda

The purpose of this memorandum is to provide information submitted by Newman, Jackson, Bieberstein, Inc. regarding to payment of professional services for the Trails Neighborhood Park Master Plan, in the amount of \$3,554.50.

I have reviewed the pay request by Newman, Jackson, and Bieberstein, Inc. and have determined that the work performed is true and accurate.

Based on this information, I would request that this item be placed on the December 19, 2000 City Council meeting for consideration.

Should you have any questions regarding this matter, please let me know.

# CITY OF FRISCO

## CITY COUNCIL AGENDA REQUEST FORM

<b>DATE:</b>  December 7, 2000	<b>CITY COUNCIL MEETING DATE:</b>  December 19, 2000	<b>SUBJECT:</b>  Payment of Professional Services for Trails Neighborhood Park Master Plan to Newman, Jackson, and Bieberstein, Inc. in the amount of \$3,554.50	<b>AGENDA:</b>  Consent <u>  X  </u> Legislative <u>      </u> Regular <u>      </u>	<b>SUBMITTED BY:</b>  Rick Wieland, Director of Parks and Recreation
-----------------------------------------	----------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------

***REQUESTS and ALL BACKUP MATERIAL MUST BE RECEIVED NO LATER THAN 12:00P.M. ON  
THE WEDNESDAY PRIOR TO THE TUESDAY NIGHT OF THE CITY COUNCIL MEETING***

**ACTION: ITEMS THAT MUST BE COMPLETED BEFORE BEING PUT ON AGENDA**

  X   **MEMO** - All Agenda Items must have Memo with Staff Comments  
  X   **ELECTRONIC COPY** (Emailed to ATCM@ci.frisco.tx.us)

       **ORDINANCE**  
       SIGNED BY RICHARD or REBECCA  
       EXHIBITS ATTACHED  
       FOUR COPIES (1 Unstapled, 3 Stapled)  
       ELECTRONIC COPY (Emailed to ATCM@ci.frisco.tx.us)

       **RESOLUTION**  
       AGREEMENT & EXHIBITS ATTACHED  
       FOUR COPIES (1 Unstapled, 3 Stapled)  
       ELECTRONIC COPY (Emailed to ATCM@ci.frisco.tx.us)

       **AGREEMENT**  
       EXHIBITS ATTACHED  
       RESOLUTION  
       THREE COPIES (Stapled)  
       ELECTRONIC COPY (Emailed to ATCM@ci.frisco.tx.us)

       **AWARD OF BID** (MUST HAVE BID NUMBER)  
       BID TABULATION

  X   **PAY REQUEST/CHANGE ORDERS**  
  X   THREE COPIES (1 Unstapled, 2 Stapled)

       **DISCUSSION**  
       BACKUP MATERIAL ON ITEM  
       ELECTRONIC COPY (Emailed to ATCM@ci.frisco.tx.us)

**DISPOSITION INSTRUCTIONS:** (Please indicate what action you want taken after the Council takes requested action.) Forward payment to the following address

☒ Forward/Mail copies (# 1 ) to Newman, Jackson, and Bieberstein, Inc. at the following

address: Newman, Jackson, and Bieberstein, Inc.  
12770 Coit Road, Suite 210  
Dallas, Texas 75251

☐ Return copy ( ) or original ( ) to \_\_\_\_\_ Department

☐ Other